

Text- Based Questions

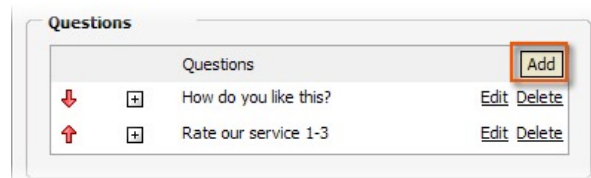
Text-Based Questions:

There are two types of Text-based Questions:

- **Single line** text questions are composed of a text-based question with only one possible line of response by the tenant.
- **Multiple line** text questions are composed of a text-based question with up to 10 possible lines of response by the tenant.

Adding Text-Based Questions:

1. Click **Add** to begin entering the question.

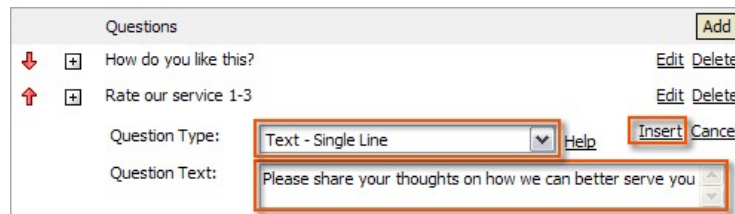


The screenshot shows a window titled "Questions". Inside, there is a table with two rows of existing questions. To the right of the table is an "Add" button. The first row has a down arrow icon, a plus icon, the text "How do you like this?", and "Edit Delete" links. The second row has an up arrow icon, a plus icon, the text "Rate our service 1-3", and "Edit Delete" links.

Questions			
↓	+	How do you like this?	Edit Delete
↑	+	Rate our service 1-3	Edit Delete

Add

2. Click the **Question Type** field and select a Text-Based question: *Text- Single Line* or *Text- Multiple Lines*.
3. **Enter question** into the text box.
4. Click **Insert** after you have completed entering the question.



The screenshot shows the "Add" form within the "Questions" window. The "Question Type" dropdown is set to "Text - Single Line". The "Question Text" field contains the text "Please share your thoughts on how we can better serve you". The "Insert" button is highlighted. There are also "Help", "Cancel", and "Add" buttons.

Questions

↓ + How do you like this? Edit Delete

↑ + Rate our service 1-3 Edit Delete

Question Type: Text - Single Line Help Insert Cancel

Question Text: Please share your thoughts on how we can better serve you